

## Process Safety Management Audit Checklist

### Emergency Planning and Response

	Y/N	Comments
<b>Documentation</b>		
<p>Has an emergency action plan been established and implemented for the entire plant in accordance with the requirements of 29 CFR, 1910.38? Does the plan address the following:</p> <ul style="list-style-type: none"> <li>• Escape procedures and routes?</li> <li>• Procedures for post-evacuation employee accounting?</li> <li>• Preferred means to report emergencies?</li> <li>• Duties and procedures of employees who: <ul style="list-style-type: none"> <li>○ Remain to operate critical equipment?</li> <li>○ Perform rescue and medical duties?</li> <li>○ The names for persons or locations to contact for more action plan information?</li> <li>○ Employee alarm systems?</li> </ul> </li> </ul>		
Is the plan written if the facility has more than ten employees?		
Is there sufficient number of persons designated and trained to assist in the safe and orderly emergency evacuation of employees?		
Is the plan reviewed with each employee covered by the plan: initially when the plan is developed; and whenever the employees' responsibilities or designated action under the plan change; and whenever the plan is changed?		

<p>Does the emergency action plan cover procedures for handling small releases?</p>		
<p>Is an alarm system established and implemented which complies with 29 CFR, 1910.165? Are the alarms:</p> <ul style="list-style-type: none"> <li>• Distinctive for each purpose of the alarm?</li> <li>• Capable of being perceived above ambient noise and light levels by all employees in the affected portions of the workplace?</li> <li>• Distinctive and recognizable as a signal to evacuate the work area or perform actions designated under the plan?</li> <li>• Maintained in operating condition?</li> <li>• Tested appropriately and restored to normal operating condition as soon as possible after test? Non-supervised systems tested not less than every two months and supervised systems tested at least annually?</li> <li>• Serviced, maintained, and tested by appropriately trained persons?</li> <li>• Unobstructed, conspicuous, and readily accessible, if they are manual alarm systems?</li> </ul>		
<p>Does the written emergency response plan meet the requirements of 29 CFR, 1910.120(a), (p), and (q), if appropriate? (See the NOTE at I., Program Summary. Clean-up operations required by a governmental body are addressed in .120(a); treatment, storage, and disposal (TSD) facilities under the Resource Conservation and Recovery Act are addressed in .120(p); and .120(q) addresses requirements for emergency response no matter where they occur, except that it does not cover employees engaged in operations at TSD facilities or hazardous waste sites.)</p>		

<p>If employees are engaged in emergency response (except clean-up operations), does the plan address the following:</p> <ul style="list-style-type: none"> <li>• Coordination with outside parties?</li> <li>• Personnel roles, lines of authority, training, and communication?</li> <li>• Emergency recognition and prevention?</li> <li>• Safe distances and places of refuge?</li> <li>• Site security and control?</li> <li>• Evacuation routes and procedures?</li> <li>• Decontamination?</li> <li>• Emergency medical treatment and first aid?</li> <li>• Emergency alerting and response procedures?</li> <li>• Critique of response and follow-up?</li> <li>• PPE and emergency equipment?</li> </ul>		
<p><b>Observations</b></p>		
<p>Do observations of a representative sample of alarm systems indicate that they comply with the requirements in 29 CFR, 1910.165(b-e)? Are the alarms:</p> <ul style="list-style-type: none"> <li>• Distinctive for each purpose of the alarm?</li> <li>• Capable of being perceived above ambient noise and light levels by all employees in the affected portions of the workplace?</li> <li>• Distinctive and recognizable as a signal to evacuate the work area or perform actions designated under the plan?</li> <li>• Maintained in operating condition?</li> <li>• Tested appropriately and restored to normal operating condition as soon as possible after test? (Be present for an alarm test if possible or review video if available.)</li> <li>• Tested no greater than every two months?</li> <li>• Serviced, maintained, and tested by appropriately trained persons?</li> </ul>		

<ul style="list-style-type: none"> <li>• Unobstructed, conspicuous and readily accessible, if they are manual alarm systems?</li> </ul>		
Do observations of the evacuation routes indicate that they are not blocked, locked, or barricaded?		
Do observations of the evacuation routes indicate that there are readily visible signs for evacuation routes leading to safe locations?		
Do observations of a representative sample of the evacuation route signs during dark conditions indicate that they are adequately illuminated?		
<b>Interviews</b>		
Based on interviews with employees who have been identified as likely to discover releases or assigned other emergency response duties, are they provided training? Is the training based on the duties they are expected to perform?		
<p>Based on interviews with employees who are likely to discover hazardous substance releases, can they demonstrate competency in the provisions listed in the first responder awareness level:</p> <ul style="list-style-type: none"> <li>• Understanding what hazardous substances are, and the risks associated with them in an incident?</li> <li>• Understanding potential outcomes associated with an emergency when hazardous substances are present?</li> <li>• Ability to recognize the presence of hazardous substances in an emergency?</li> <li>• Ability to identify the hazardous substances, if possible?</li> <li>• Understanding the role of the first responder awareness individual in the</li> </ul>		

<p>company's emergency response plan, including site security and control and the US Dept. of Transportation's Emergency Response Guidebook?</p> <ul style="list-style-type: none"> <li>• Ability to realize the need for additional resources, and make appropriate notifications to the communication center?</li> </ul>		
<p>Based on interviews with employees who will take defensive action in containing and controlling a release as part of the response, can they demonstrate the competencies for a first responder operations level:</p> <ul style="list-style-type: none"> <li>• Knowledge of the basic hazard and risk assessment techniques?</li> <li>• Knowledge of how to select and use proper PPE provided to them?</li> <li>• Understanding of basic hazardous materials terms?</li> <li>• Knowledge of how to perform basic containment, confinement, and control operations within the capability of their unit?</li> <li>• Knowledge of how to implement basic decontamination procedures?</li> <li>• Knowledge of relevant standard operating procedures and termination procedures for a response?</li> </ul>		

<p>Based on interviews with employees who will take offensive action in containing and controlling a release as part of the response, can they demonstrate the competencies for a hazardous materials (HAZMAT) technician:</p> <ul style="list-style-type: none"> <li>• Knowledge of how to implement the company's emergency response plan?</li> <li>• Knowledge of the classification, identification, and verification of known and unknown materials using field survey instruments and equipment?</li> <li>• Ability to function within an assigned role in the Incident Command System?</li> <li>• Knowledge of how to select and use proper Specialized chemical PPE provided to them?</li> <li>• Understanding of hazard and risk assessment techniques?</li> <li>• Ability to perform advanced control, containment, and/or confinement operations within the capability of their unit?</li> <li>• Understanding of how to implement decontamination procedures?</li> <li>• Understanding of termination procedures?</li> <li>• Understanding of basic chemical and toxicological terminology and behavior?</li> </ul>		
<p>Based on interviews with a representative number of operator and maintenance employees, do they know the emergency action plan to protect themselves in an emergency?</p>		